City of Fontana Development Process

Guide to the Successful Completion
of Development Projects

FONTANA
CALIFORNIA

Getting Started

-City of Fontana General Plan

http://www.fontana.org/index.aspx?NID=813

-Citywide Demographics

http://www.fontana.org/index.aspx?NID=797
http://www.fontana.org/index.aspx?NID=796

-Land Use/ Zoning Map/ Specific Plan

http://www.fontana.org/DocumentCenter/Home/View/3969
http://www.fontana.org/DocumentCenter/Home/View/3977
*Note: Fontana Specific Plans are availble through Planning Dept.

-Fontana Development Code

http://library.municode.com/index.aspx?clientId=12998&stateId=5&stateName=California

-Application & Fees

http://www.fontana.org/documentcenter/view/2271

-Development Impact Fees

http://www.fontana.org/documentcenter/view/7115

-The California Environmental Quality Act: CEQA
http://ceres.ca.gov/ceqa/guidelines/

-Business License Forms & Publications
http://www.fontana.org/index.aspx?nid=1274

WHO TO CALL?
Directory of Fontana City Departments

Fontana City Hall
8353 Sierra Ave.
Fontana, CA 92335
General Info: (909) 350-7600
Mon- Thur: 8am- 6pm
www.fontana.org

Planning Department
Phone: (909) 350-7640
Fax: (909) 350-7676

Building & Safety Department
Phone: (909) 350-7640
Fax: (909) 350-7676

Engineering Department
Phone: (909) 350-6640
Fax: (909) 350-6618

Public Works Department
16489 Orange Way
Fontana, CA 92335
Phone: (909) 350- 6760

San Bernardino County Fire Dept.
Phone: (909) 428-8890
www.fontana.org/index.aspx?nid=634

Developing Overview ----------

1 Preliminary Phase

Research and preliminary action are key elements to a successful development. During the preliminary phase remember to:

- Check the property deed/title to ensure proper ownership rights and title name

- Evaluate the general plan, zoning code, demographics, adjacent developments and other relevant data sets

- Schedule pre-application conferences with Planning, which may include Engineering, Public Works and Economic Development

- Confer with potential lenders & other financial representatives (*Note: Agency timeline may influence lending timelines)

- Set up preliminary meetings with the Public Agencies and any additional Stakeholders

- Obtain a business license from Fontana Cashier/Business Services

2 Development Phase

Develop a plan of action that is project specific, aimed at guiding your project through the entire development process & designed to help you reach your overall goals.

- Review the Development Code & Design Guidelines

- Create a schematic design & site plan (Architect & Engineer)

- Formally meet with a Fontana City Planner to evaluate; Uses, Standards & Level of Environmental Review

- Develop a working timeline for the project which may include a schedule of fees

- Submit formal application and development plan to the city

- Begin an initial search for reputable licensed contractors

*Tip: Remember to allow sufficient lead time for public notices & application approval.

3   Approval Phase

Approval phases can vary greatly depending on the project.
It is important to work closely with city departments to receive approval from:

- Director of Community Development, Planning Commission or City Council (if necessary)

- Review from Design Advisory Board (DAB)

- Granted variance request or conditional-use permits (if necessary)

- Submittal of construction drawings for plan check once applications are approved

- Submit additional plans to various departments (Building & Safety, Public Works, Fire Department, etc.)

- Obtain permits to begin construction

4   Construction Phase

Construction & Approval are typically done in tandem. Remember to work closely with your contractor, plan checker and inspector during the final phase of your development. A development services coordinator, planning compliance technician or the economic development liaison can also assist in this process.

- Create construction and/or updated project timetable

- Bid project to contractors and/or subcontractors

- Hire a licensed contractor

- Field inspections by city inspectors (Building & Safety and Planning) *Tip: Call early & often

- Obtain final occupancy permit… YOU'RE IN BUSINESS!

Preliminary
(4-8 weeks)

Preliminary Research Study → Review Conferences → Finance — Business License →
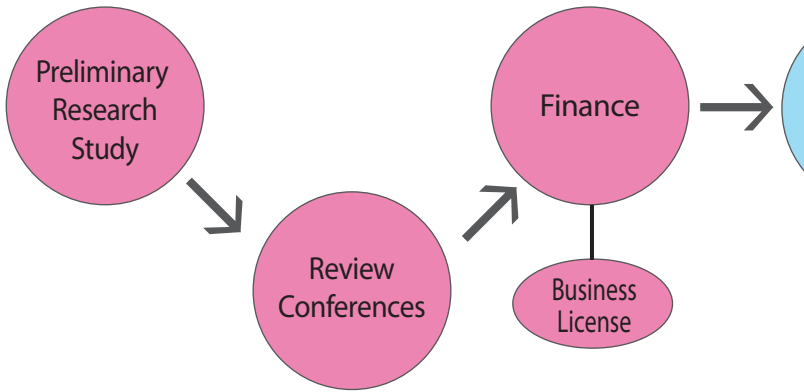
Preliminary Research:

Preliminary research includes the study of demographic information, market analysis, development code and site specific factors to consider before developing. Fontana's Economic Development Center and other city departments can help you obtain the information you need. (See Reference Links)

Pre-Application Conferences:

Getting certain stakeholders involved early on can help expedite your development and identify potential obstacles. Meet with City staff in Planning and Engineering. Identify communities or public agencies that may be affected by your development to receive their input into the project.

> *Tip: Work with City staff to identify a reasonable timeline for your project.
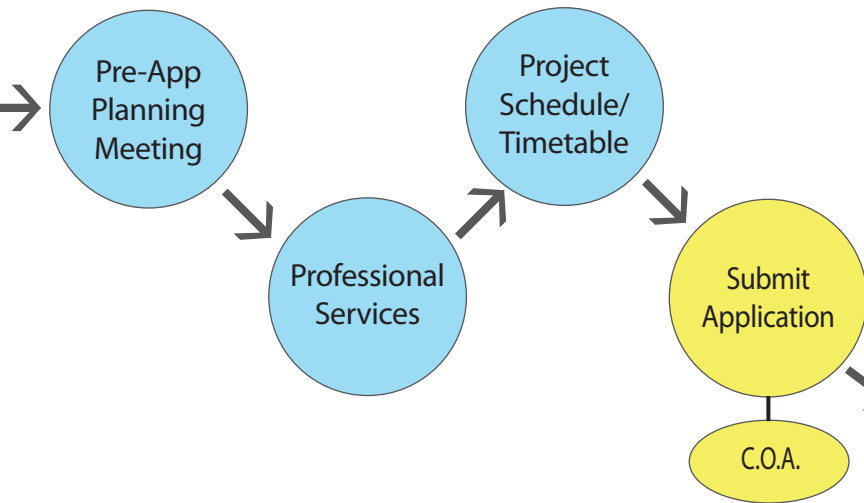
Financial Meetings:

Consulting with potential lenders and other financial experts early in the development process is a vital component to any successful project. Outline an approximate timeline for the life of your development and review it with a financial planner to get their perspective. (If necessary this is an appropriate time to find possible tenants and or buyers)

Business License:

The Fontana Municipal Code requires all business operating within the City to be properly licensed and in accordance with the standards for Planning, Building & Safety and Public Health. Applications and instructions can be obtained at the front counter of City Hall or online at www.Fontana.org

Development

(6-8 weeks)

Pre-App Planning Meeting

Professional Services

Project Schedule/ Timetable

Submit Application

C.O.A.

Pre-Application Planning Meeting:

A meeting with the Fontana Planning division is necessary when starting the application process for your development. Additional city departments may attend depending on the project scope (Fee may be required).

Professional Services:

Hiring professional architects and/or engineers is necessary on certain projects. Also hiring a reputable consultant and licensed contractor at an early stage can prove to be beneficial.

(*Note: Hiring local professional services who are familiar with city procedures is often recommended.)

Project Schedule & Timetable:

Creating a project timeline will help keep your project on track and ensure your professional services, city planners, contractors and lenders stay on the same page as you. (Review your schedule with city departments to ensure your timetable is reasonable and achieveable)
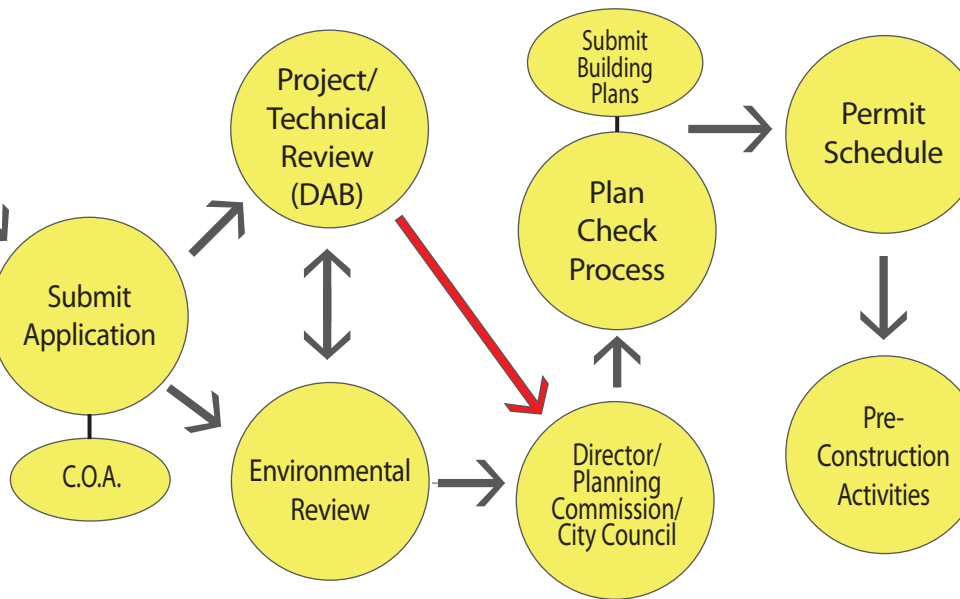
Submit Formal Application:

A formal application submittal to the City of Fontana (Planning) must be done to initiate the approval stages of certain projects and continue the development process. (Pre-application meeting fees are credited and applied toward the new submittal. Ask a planner for more detailed information)

*Tip: A property owner affidavit is required by the city before an application submittal can be accepted.

*Tip: Owner should attend as many meetings as possible, especially the over the counter project submittal.

Approval
(6 weeks-6 months)

Submit Application

C.O.A.

Project/ Technical Review (DAB)

Environmental Review

Submit Building Plans

Plan Check Process

Director/ Planning Commission/ City Council

Permit Schedule

Pre-Construction Activities

Project Review:
Project review is conducted by Fontana's Development Advisory Board (DAB) or occassionally over the counter at City Hall. Your formal application will determine whether or not the DAB review is necessary.

Technical Review:
Technical review is a comprehensive review of the proposed site plan & other technical documents conducted by various departments such as Public Works and/or Engineering.

*Tip: When scheduling a meeting with various city departments remember to always do so through the City Planner assigned to your project.

*Environmetal Review (8 weeks on average):
The State of California has strict statutes concerning the levels of environmental impact a development project may present. Refer to the updated CEQA Statutes & Guidelines link and confer with a City Planner to determine the level (if any) of environmental review necessary. Environmental Review is an important but **separate** review process ranging from 1-12 months. for approval.

Planning Commission/ City Council:
In some cases public notices, hearings in front of Fontana's Planning Commission or City Council are necessary to obtain approvals such as Variances or Conditional-Use Permits.

*Note: The City provides for a 10 day appeal process for all projects approved by the Community Development Director or the Planning Commission.
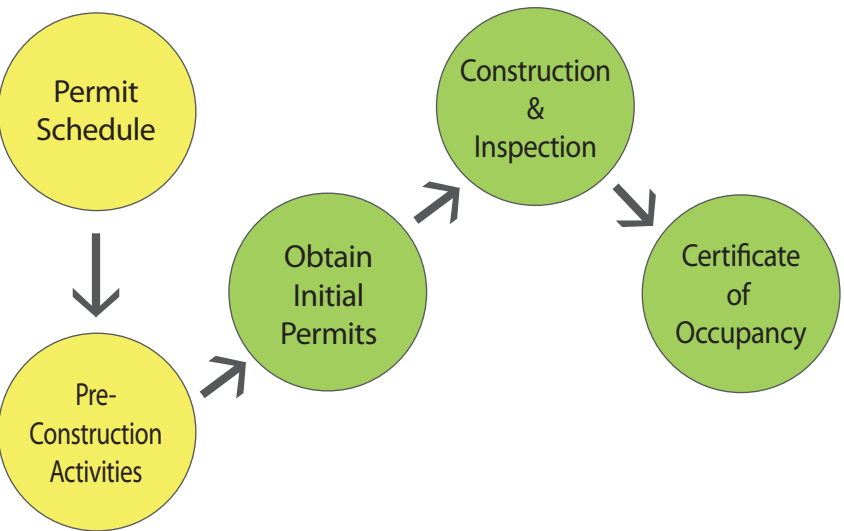
Conditions of Approval (COA)
Conditions of Approval (COA) are given as a part of all project approvals. The COA's become a "road map" or guide of the items needed prior to your project being considered complete.

Plan Check Process:
Plan Check is conducted by a myriad of city departments including Building and Safety, Public Works, Engineering, Planning and Fire to ensure adherence to Fontana's adopted municpal code and regulations.

Permit Schedule

Pre-Construction Activities

Obtain Initial Permits

Construction & Inspection

Certificate of Occupancy

Permit/Approval Schedule:

A schedule of permits and approvals is another timetable which can aide the management of your contractors and the construction calendar. An accurate permit/approval schedule is valuable when simultaneously managing the approval and construction processes.

Pre-Construction Activities:

Pre-construction activities can include hiring contractors/subcontractors, annual reviews of licenses and insurance policies and any additional requirements your project may need such as utility and/or telecommunication services.

Obtain Building Permits:

Once the plan check process is complete, a building permit will be issued and construction can begin. (Other permits such as a grading permit can be usually obtained earlier in the process).

Begin Construction:

The beginning of construction is a good time to revise your project timeline/schedule and reevaluate any post-construction activities.

Inspection & Field Check:

City inspectors will work with you and your contractor to ensure the safety and building code adherence of your project. Working closely with an inspector can help your project progress smoothly. (Inspection is conducted by both Building & Safety and Planning)

Occupancy Permit:

Once final inspection has been completed and approved, an Occupancy Permit will be issued…. And You Are In Business!

Economic Development
8353 Sierra Ave.
Fontana CA 92335